

II.1. Initiating Remediation, Preliminary Assessment (PA) and Site Investigation (SI)

Remediation requirements for initiating remediation, PA and SI are provided below for ISRA, regulated UST and Spill Act cases, respectively. See quick reference guide II.2. for remediation requirements for Remedial Investigation (RI), Remedial Action (RA) and Response Action Outcomes (RAO).

ISRA Cases

Action	When	Forms	Other sources of info	N.J.A.C. Rule citations
Submit General Information Notice (GIN)	Within 5 days after ISRA trigger ¹	General Information Notice	ISRA Web Page - How to Determine if ISRA Applies to You? Submit to: NJDEP Bureau of Case Assignment & Initial Notice Mail Code 401-05H 401 East State Street PO Box 420 Trenton, NJ 08625-0420	7:26B-3
Hire an LSRP and notify Department of LSRP retained	Within 45 days after ISRA trigger	LSRP Notification of Retention or Dismissal	List of LSRPs	7:26C-2.3(a)1&2
Submit written documentation of a discharge	Within 5 days after discovering a discharge	Confirmed Discharge Notification Form	Submit to: NJDEP-BCAIN (see address above)	7:26E-1.4(d)
Alternative compliance options • Case Inventory Document (CID)	Within 1 year after ISRA trigger	ISRA Alternate Compliance Option Application Case Inventory Documents Example Sheet	ISRA Alternate Compliance Quick Reference Guide LINK Guidance for the Preparation of the Case Inventory Documents	7:26B-5
Preliminary assessment (PA) when no remediation is required with an unrestricted, entire site Response Action Outcome (RAO), submit:	Within 90 days after the GIN is required to be submitted Ensure the remediation fee is	PA/SI Report Form RAO Form	PA Guidance Guidance for the Issuance of RAOs	7:26E-3.1(e) 7:26C-6

Action	When	Forms	Other sources of info	N.J.A.C. Rule citations
<ul style="list-style-type: none"> PA report Fee RAO 	paid 2 weeks prior to filing the RAO	Annual Remediation Fee Form	Guidance for the Preparation of the Case Inventory Documents Fee/Oversight Cost Guidance	7:26C-4
<p>PA and Site investigation (SI) when no contaminated areas of concern (AOC) are identified with an unrestricted, entire site RAO, submit:</p> <ul style="list-style-type: none"> PA/SI Case Inventory Document (CID) Initial Receptor Evaluation (if PA/SI is not completed with 1 year) Fee RAO 	<p>Within 1 year after the ISRA trigger (regulatory timeframe)</p> <p>Within 2 years after the ISRA trigger event (mandatory timeframe)</p> <p>Ensure the remediation fee is paid 2 weeks prior to filing the RAO</p>	PA/SI Report Form Case Inventory Documents Example Sheet RAO Form Annual Remediation Fee Form	PA Guidance Technical Guidance Guidance for the Preparation of the Case Inventory Documents Guidance for the Issuance of RAOs Fee/Oversight Cost Guidance	<p>7:25C-3.3(a)</p> <p>7:26C-6</p> <p>7:26C-4</p> <p>7:26E-1.6(a)3</p> <p>7:26E-3.14(a)1&3</p>
<p>PA/SI if remediation is required submit:</p> <ul style="list-style-type: none"> PA/SI Initial Receptor Evaluation CID Fee <p>See quick reference guide II.2. for remediation requirements for Remedial Investigation (RI), Remedial Action (RA) and Response Action Outcomes (RAO).</p>	<p>Within 1 year after the ISRA triggering event (regulatory timeframe)</p> <p>Within 2 years after the ISRA trigger event (mandatory timeframe)</p>	PA/SI Report Form Case Inventory Documents Example Sheet Annual Remediation Fee Form	PA Guidance Technical Guidance Guidance for the Preparation of the Case Inventory Documents Fee/Oversight Cost Guidance	<p>7:26C-2.2</p> <p>7:26C-4</p> <p>7:26E-1.6(a)3</p> <p>7:26E-3.14(b)1</p>

Footnote

1. The ISRA trigger is when an ISRA subject industrial establishment will cease operations, change ownership or transfer operations pursuant to N.J.A.C. 7:26B-3. The date that “remediation is initiated” is the date of the ISRA triggering event.

Regulated UST Cases – Tank Closure

<p>Hire an LSRP and notify Department of LSRP retained</p> <p>Notify the Department of your intent to close a regulated UST</p> <p>Note: A firm and individual certified in tank closure must be used to close the tank system(s)</p>	<p>Prior to closure of UST</p> <p>At least 14 days prior to the closure of an UST system</p>	<p>LSRP Retention or Dismissal Form</p> <p>Underground Storage Tank System Closure Notification / Extension Request form or apply on-line at www.njdeponline.com</p>	<p>Submit to:</p> <p>List of contractors certified in tank closure LINK</p> <p>NJDEP – BCAIN (see address above)</p> <p>List of LSRPs</p>	<p>7:14B-9.2(d)2</p>
<p>Notify Department of tank closure and intent to delist tank registration</p>	<p>Within 5 days of the tank becoming out of service</p>	<p>UST Facility Certification Questionnaire</p>	<p>Submit to:</p> <p>NJDEP – Division of Remediation Support Tank Registration and Billing PO Box 420 Mail Code 401-05H Trenton, New Jersey 08625-0420</p>	<p>7:14B-9.1</p>
<p>UST closure <u>without a discharge</u> submit:</p> <ul style="list-style-type: none"> • SI report • CID • Fee • RAO – for AOC only¹ 	<p>Within 1 year after the closure of the UST system</p> <p>Ensure the remediation fee is paid 2 weeks prior to filing the RAO</p>	<p>PA/SI Report Form</p> <p>Case Inventory Documents Example Sheet</p> <p>RAO Form</p> <p>Annual Remediation Fee Reporting Form</p>	<p>Technical Guidance</p> <p>Guidance for the Preparation of the Case Inventory Documents</p> <p>Fee/Oversight Cost Guidance</p> <p>Guidance for the Issuance of RAOs</p>	<p>7:26E-3</p> <p>7:26C-4</p> <p>7:26C-6</p> <p>7:26E-3.14(b)2</p>

Regulated UST closure with a discharge or a discharge detected from a regulated UST system

Notify the hotline	Immediately after discharge is identified (15 minutes)	None	1-877 WARNDP or 1-877-927-6773	7:1E-5.3(b) 7:26C-1.7(a)
Submit written documentation of the discharge	Within 14 days after discovering a discharge	Confirmed Discharge Notification Form	Submit to: NJDEP – BCAIN (see address above)	7:26E-1.4(d)
UST closure, Remedial Action Report (RAR) with Remedial Action Outcome (RAO) when a discharge has been remediated and <u>no</u> additional remediation is required, submit: <ul style="list-style-type: none"> • SI • RAR • CID • Fee • RAO 	Within 1 year after the closure of the UST system(s) Ensure the remediation fee is paid 2 weeks prior to filing the RAO	PA/SI Report Form RA Report Form Case Inventory Documents Example Sheet RAO Form Annual Remediation Fee Reporting Form	Applicable Technical Guidance Guidance for the Preparation of the Case Inventory Documents Guidance for the Issuance of RAOs Fee/Oversight Cost Guidance	7:14B-8.3(d) 7:26C-4.2 7:26C-6 7:26E-3.14(a) 7:26E-5.7
UST closure with a discharge and additional remediation required, submit: <ul style="list-style-type: none"> • SI Report • CID • RAW • Receptor Evaluation • Fee <p>See quick reference guide II.2. for remediation requirements for Remedial Investigation (RI), Remedial Action (RA) and Response Action Outcomes (RAO).</p>	Within 1 year after the closure of the UST system(s)	PA/SI Report Form RAW Form Case Inventory Documents Example Sheet Receptor Evaluation Report Form Annual Remediation Fee Reporting Form	Applicable Technical Guidance Guidance for the Preparation of the Case Inventory Documents Fee/Oversight Cost Guidance Receptor Evaluation Guidance	7:14B-8.3(d) 7:26E-1.12-1.16 7:26C-4.2

Footnote

1. RAO must be written for the area(s) of concern only unless a preliminary assessment is conducted for the entire site.

Spill Act Discharge Case				
Notify the hotline when discharge of a hazardous substance occurs or is discovered	Immediately after discharge is identified (15 min)	None	1-877 WARNDEP or 1-877-927-6773	7:1E-5.3(b) 7:26C-1.7(a)
Submit written documentation of the discharge	Within 14 days after discovering a discharge	Confirmed Discharge Notification Form	Submit to: NJDEP – BCAIN (see address above)	7:26E-1.4(d)
Hire a LSRP and notify Department of LSRP retained	Within 45 days after discovering a discharge	LSRP Retention or Dismissal Form	Link to list of LSRPs with temp licenses	7:26C-2.3(a)1&2
<p>Conduct a PA/SI if remediating an entire site. If remediation will be limited to one or more AOCs, a PA/SI is not required.</p> <ul style="list-style-type: none"> • PA/SI report • CID • Receptor Evaluation • Fee <p>See quick reference guide II.2. for remediation requirements for Remedial Investigation (RI), Remedial Action (RA) and Response Action Outcomes (RAO).</p>	Within 1 year after discharge occurs or is discovered	PA/SI Report Form Case Inventory Documents Example Sheet Receptor Evaluation Report Form Annual Remediation Fee Form	Technical Guidance Guidance for the Preparation of the Case Inventory Documents Receptor Evaluation Guidance Fee/Oversight Cost Guidance	7:26C-4.2 7:26E-1.6(a)3 7:26E-3.14 7:26E-1.12-1.16